

COMMUNITY DEVELOPMENT DIVISION
DEPARTMENT OF PLANNING AND DEVELOPMENT REVIEW

2015 Submittal Schedule for Frederick County Planning Commission

Submittal Review Items: Preliminary Plats, Site Plans, Preliminary Plat Extension with Water/Sewer or Traffic APFO Tests, Planned Industrial/Commercial Plans, PUD Phase II Plans MXD Plans

It is the applicant's responsibility to submit materials as provided below to enable the project to stay on schedule.

Initial Submission ¹ (1st Thursday 12:00 noon)	Staff Comments Due 3 week review (Thursday)	1st TAC Meeting ² (Mon-Wed)	2nd Submission 2 week review, Thursday 2:00pm ^{4,5} (2 weeks from 1st comments due)	2nd Submission Staff Comments ^{7,9} (2 week review)	2nd TAC Meeting ^{2,4,5} (Mon-Wed)	3rd Submission 2 week review, Thursday 2:00 pm ^{7,9} (2 weeks from 2nd comments due)	3rd Submission Staff Comments (2 week review)	4th Submission ^{7,9} (1 week review) Monday 2:00pm	Comments due (Monday)	Sign Posting ¹⁰ (Monday)	FCPC Submittal Materials and Project Renderings ^{6,7,9} (Monday)	FCPC Packets Mailed (Tuesday)	FCPC MEETING ¹⁰ (2nd Wed)
January 1, 2015	January 22	January 26	February 5	February 19	February 23	March 5	March 19	March 30	April 6	April 13	April 20	May 5	May 13
February 5, 2015	February 26	March 2	March 12	March 26	March 30	April 9	April 23	May 4	May 11	May 11	May 18	June 2	June 10
March 5, 2015	March 26	March 30	April 9	April 23	April 27	May 7	May 21	June 1	June 8	June 8	June 15	June 30	July 8
April 2, 2015	April 23	April 27	May 7	May 21	May 25	June 4	June 18	June 29	July 6	July 13	July 20	August 4	August 12
May 7, 2015	May 28	June 1	June 11	June 25	June 29	July 9	July 23	August 3	August 10	August 10	August 17	September 1	September 9
June 4, 2015	June 25	June 29	July 9	July 23	July 27	August 6	August 20	August 31	September 7	September 14	September 21	October 6	October 14
July 2, 2015	July 23	July 27	August 6	August 20	August 24	September 3	September 17	September 28	October 5	October 19	October 26	November 10	November 18
August 6, 2015	August 27	August 31	September 10	September 24	September 28	October 8	October 22	November 2	November 9	November 9	November 16	December 1	December 9
September 3, 2015	September 24	September 28	October 8	October 22	October 26	November 5	November 19	November 30	December 7	December 14	December 21	January 5, 2016	January 13
October 1, 2015	October 22	October 26	November 5	November 19	November 23	December 3	December 17	December 28	January 4, 2016	January 11	January 18	February 2	February 10
November 5, 2015	November 26	November 30	December 10	December 24	December 28	January 7, 2016	January 21	February 1	February 8	February 8	February 15	March 1	March 9
December 3, 2015	December 24	December 28	January 7, 2016	January 21	January 25	February 4	February 18	February 29	March 7	March 14	March 21	April 5	April 13
2016													
January 7, 2016	January 28	February 1	February 11	February 25	February 29	March 10	March 24	April 4	April 11	April 11	April 18	May 3	May 11

1 - Application submittals with initial fees paid will not be accepted after 12:00 pm (noon) of the date of Initial Submittal. Applications submitted with initial fees paid after 12:00 pm (noon) of the date of Initial Submittal will be placed on the subsequent or appropriate Initial Submittal Schedule. Applications that do not meet the Initial Submittal requirements, which are 1) minimum submission requirements per the Zoning Ordinance, Subdivision Ordinance and relevant submission checklists and 2) payment of all appropriate fees (see fee ordinance), will be deemed incomplete and will not be accepted for review. At such time all minimum submission requirements are met, the application will be placed on the subsequent or appropriate Initial Submittal Schedule.

2 - Meeting dates can vary but should be scheduled within this timeframe, excluding weekends. Applicant will be notified of the time and date of the TAC meeting.

3 - Unless otherwise specified, Submission dates falling on a date upon which County offices are closed will be due the following business day.

4 - After 2nd TAC meeting a decision will be made whether an application may be placed on a shorter review cycle, if the application meets all Initial Submittal requirements (see item 1) and is not denied by any agency and is satisfactory to the planner and his/her supervisor assigned to the application.

5- The 2nd TAC meeting is required unless the applicant is otherwise notified by the project planner.

6 - Rendered site plans, modification justification statement, elevations, photographs and any additional information required by the planner assigned to an application are due from the applicant and/or applicant's representative by this date .

7 - Plans and unpaid fees that are not submitted by the required Resubmittal Deadline may not be accepted and application may be placed on the subsequent Initial Submittal schedule by the planner assigned the application, or his/her supervisor.

8 - Signs may be withheld if the planner assigned the application, or his/her supervisor, determines that there are substantial remaining conditions of approval and/or denials from a review agency.

9 - It is the applicant's responsibility to submit materials as provided below to enable the project to stay on schedule.

10 – Applications may be withheld from FcPc meeting if the planner assigned the application, or his/her supervisor, determines that there are substantial remaining conditions of approval and/or denials from a review agency.